

Academic Board Terms of Reference 2021-22

Purpose

The Academic Board is the senior academic committee of London Contemporary Dance School (LCDS). It has oversight of all academic provision through the regulatory framework and quality management systems and processes. The Academic Board provides assurance to the Chief Executive and Accountable Officer and the Board of Trustees that our academic strategy is fit for purpose and approves new additions and revisions to academic policy. Minutes are shared with the Board of Trustees and with Senate for the Conservatoire for Dance and Drama (CDD).

In exercising its responsibility, the Academic Board has regard to

- the Vision and Mission and 5-year business plan of The Place,
- external benchmarks of standards and quality in higher education,
- the Conservatoire for Dance and Drama strategic plan
- student experience and feedback
- requirements and artistic expectations of the dance profession and the development of Contemporary Dance as an art form.

The Academic Board is responsible for:

1. Directing academic strategy and reviewing and approving the Annual Course Reviews and accompanying Action Plans to support curriculum development and enhance the quality and relevance of courses for a diverse student population
2. Developing the School's research capability and output to demonstrate research-led teaching and emerging dance pedagogies
3. Considering matters raised by student representatives and to consult with students through their representatives on any proposed changes to published courses of study or to the regulations and /or terms and conditions in place at the time of their initial registration.
4. Considering the resources needed to support and enhance admissions, course and academic development
5. Approving new courses of study, which demonstrate a clearly identifiable market, for recommendation by CDD and the validating universities.
6. Approving new and revised policies and procedures ensuring they comply with both CDD guidelines and those of the validating universities.
7. Confirming annually the list of the School's courses to be delivered, to both the validating universities and to CDD
8. Reviewing the requirements placed on external examiners by the University of Kent and University of the Arts London (UAL), and signing off on responses to external examiners reports and to monitor progress in order to fulfil responses in a timely manner
9. Planning and preparation for external review by validating, accrediting and other external bodies; signing off on final submissions; considering the reports from such bodies and ensuring appropriate action is taken in response to any recommendations
10. Confirming annually the number of students registered on validated courses to both the University of Kent and to CDD for HESA returns

Membership

Chief Executive and Accountable Officer (Chair)
Director of Dance Studies (Deputy Chair)

Director of Research and Postgraduate Courses
Director of Undergraduate Courses and International Development
Two Board Members (observers)
Artistic Director
Head of Dance Science
Head of Learning and Teaching
Director of Registry and Student Wellbeing
UG Year Group Coordinators
Postgraduate course leaders (Screendance and Expanded Dance Practice)
At least two Student Representatives - (one undergraduate and one post-graduate);

Such other members as may be co-opted by the Academic Board from time to time for their specific expertise

The Chair may nominate a Deputy Chair from among the members of the Academic Board to take the Chair in his/her place.

Secretary to the Board

Quality and Compliance Manager

Frequency of meetings

Not less than 3 and up to 6 per year

Submission of Minutes

Academic Board will receive the minutes of the following committees:
Learning and Teaching Committee
Student Voice Committee

Submission of Reports and Recommendations

Academic Board will receive Reports and Recommendations for action from the above Committees, and from time to time other working groups within LCDS including:

Research Group
Student Welfare
Senior Management Team

Consultation

Academic Board will use various mechanisms to consult with staff and/ or students as appropriate to ensure School-wide engagement in decision-making processes.

Quorum

At least 50% of the membership must be present and this should include where possible at least one of the two student representatives.

(Approved January 2022)